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ABSTRACT

This annotated bibliography lists low reading/high interest vocational and career education materials for use by teachers, counselors, administrators, and students involved in Comprehensive Employment and Training Act, English as a second language, and learning disability programs. Each of the 115 references included in the bibliography is available on loan from the East Central Curriculum Management Center, Springfield, Illinois. (LRA)

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ECCMC Special Bibliography in Vocational & Career Education

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Low Reading/High Interest Vocational Materials

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Is part of a continuing effort to make available materials housed within the East Central Curriculum Management Center, special bibliographies such as this one are published periodically in addition to the regular ECCMC abstracted bibliographies by general vocational content areas. This annotated special bibliography lists materials for use by teachers, counselors, administrators and students involved in CETA, LES/ESL and learning disability programs. This listing is not meant to be exhaustive of the field but representative of those materials available on free loan from the ECCMC. To obtain a 30-day loan copy write, call or visit the ECCMC, Dept. of Adult, Vocational and Technical Education, Illinois State Board of Education, 100 North First Street, Springfield, IL 62777 (217/782-0759).

I Want A Job. Margaret W. Hudson and Ann A. Weaver. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1964. 36pp. $1.95. Available on loan from the East Central Curriculum Management Center (ECCMC). 371.46 HUDS 1964-1
This book tells about getting a work permit, finding out about jobs, applying for a job, getting and keeping a job.

Getting and Holding a Job. Bernard Schneider. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1974. 60pp. $1.95. Available on loan from the ECCMC. 371.46 SCHN 1974-1
This book was developed for the young adult entering the business world. After study, it is to be used as a resource on fringe benefits, social security, unions, and other job related topics.

Jobs from "A" to "Z". Yvette Dogin. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1969. 69pp. $1.95. Available on loan from the ECCMC. 373.23819 DOGI 1969-1
This book is designed to stimulate interest in, and familiarize the student with, a wide variety of occupations.

Preparing for the Job Interview. John D. Wool. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1977. 52pp. $1.95. Available on loan from the ECCMC. 371.46 WOOL 1977-1
This book discusses planning and preparing for employment interviews. It also contains job selection, application forms, personal preparation, and review exercises.

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Looking into the Future; an occupational worktext. Ellen Glasser. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1974. 57pp. $1.95. Available on loan from the ECCMC. 373.23819 GLAS 1974-1
This worktext is designed to assist students in preparation for many occupations which demonstrate certain skills to master to become self-sufficient in the world of work.

Measuring the Metric Way. Richard Allan Lay. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1975. 71pp. $2.25. Available on loan from the ECCMC. 389.152 LAY 1975-1
This book deals with the most commonly used metric units considered essential for consumer survival in the metric world.

Understanding the Metric System. Mary Jane Carrell. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1978. 63pp. $1.95. Available on loan from the ECCMC. 389.152 CARR 1978-1
This book is designed to present in simplified form the metric method of measuring length, distance, speed, weight, liquid, and temperature.

Learning Math Skills. Mary Jane Carrell. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1978. 60pp. $1.95. Available on loan from the ECCMC. 371.9 CARR 1978-1
This worktext is designed to help the special student of any level who has not yet mastered the four basic operations of math.

Useful Arithmetic, Volume 1. John D. Wool and Raymond J. Bohn. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1972. 62pp. $1.95. Available on loan from the ECCMC. 513 WOOL 1972-1 Vol. 1
This practice material in practical arithmetic includes topics such as buying clothes, comparing prices, electric bills, wage deductions, paying loans, and savings accounts.

Useful Arithmetic, Volume 2. John D. Wool. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1972. 78pp. $1.95. Available on loan from the ECCMC. 513 WOOL 1972-1 Vol. 2
This practice material in practical arithmetic includes topics such as buying clothes, comparing prices, electric bills, wage deductions, paying loans, and savings accounts.

Service Occupations. Sara Throop and Kathryn Hunter. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1974. 98pp. $2.25. Available on loan from the ECCMC. 300 THRO 1974-1
This guide is designed to help students explore careers in service occupations. It includes lessons on filling out basic job application forms.

Useful Science. Jerry J. Danley. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1977. 86pp. $1.95. Available on loan from the ECCMC. 500 DANL 1977-1
This book provides an interesting assortment of stories, facts, and exercises to explore the field of science. It is designed for upper level elementary students.

Banking, Budgeting, and Employment. Art Lennox. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1977. 75pp. $1.95. Available on loan from the ECCMC. 640.73 LENN 1977-1
This book includes examples of many common forms and crossword and maze forms. It is to be supplemental.

The Bank Book. John D. Wool. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1973. 89pp. $1.95. Available on loan from the ECCMC. 640.73 WOOL 1973-1
This book, designed for low reading level adolescents or adults, discusses the many services and forms involved with banking.

Using Money Series. John D. Wool. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1973. 4 books. $7.80. Available on loan from the ECCMC. 640.73 WOOL 1973-1-4
The series includes Counting My Money; Making My Money Count; Buying Power; and Earning, Spending, and Saving. These books discuss the different kinds and values of money, figuring change, spending money wisely, and working with a budget.

Let's Go Shopping. Meryl L. Landy. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1975. 33pp. $1.75. Available on loan from the ECCMC. 640.73 LAND 1975-1
This book, designed for low reading level, discusses the different types of stores and the kinds of merchandise they sell.

You. Clare Trenkle. Frank E. Richards Publishing Co., Inc., P.O. Box 66, Phoenix, NY 13135. 1966. 146pp. $5.95. Available on loan from the ECCMC. 649.7 TREN 1966-1
This book helps teenage boys and girls understand themselves, create self-images, and improve their self-control, social skills, and attitudes.

They Work and Serve. Bill Knott. Steck-Vaughn Company, P.O. Box 2028, Austin, TX 78768. 1967. 151pp. $1.75. Available on loan from the ECCMC. 374.01383 KNOT 1967-1
This book includes stories on a 4th to 5th grade reading level about an auto mechanic, firefighter, truck driver, police officer, construction helper, nurse's aide, gas station attendant, taxi driver, street cleaner, waitress, and janitor.

Buying Guides. Stephen S. Udvari and Janet Laible. Steck-Vaughn Company, P.O. Box 2028, Austin, TX 78768. 1973. 112pp. $1.77. Available on loan from the ECCMC. 640.73 UDVA 1973-1
This book gives information on how to shop wisely for food, clothes, home furnishings, and home appliances.

It's Your Money. Lloyd L. Feinstein and Charles H. Maley. Steck-Vaughn Company, P.O. Box 2028, Austin, TX 78768. 1973. 2 books. $3.12. Available on loan from the ECCMC. 374.01354 FEIN 1973-1 Book 1 and 2
These books help adults improve their skills and attitudes in personal and family money management while reviewing the fundamentals of mathematics at the 6 to 8 grade level.

You and Your Money. Dorothy Y. Goble. Steck-Vaughn Company, P.O. Box 2028, Austin, TX 78768. 1977. 58pp. $1.44. Available on loan from the ECCMC. 374.01354 GOBL 1977-1
This book is designed for beginning adult students and contains sound advice and practical information about good habits in wise consumer buying and money management.

We Are What We Eat. Hazel Taylor Spitze and Patricia H. Rotz. Steck-Vaughn Company, P.O. Box 2028, Austin, TX 78768. 1977. 92pp. $1.44. Available on loan from the ECCMC. 374.01354 SPIT 1977-1
This worktext, for adult students with grade 3-4 reading level, provides informative reading and instructional exercises about meal planning, the selection and preparation of good foods, and economical shopping habits.

Climb Any Mountain. Robert McAdam. Bowmar, P.O. Box 39247-A, 4563 Colorado Blvd., Los Angeles, CA 90039. 1976. 58pp. $2.50. Available on loan from the ECCMC. 372.86 MACA 1976-1
This book, part of the Play the Game Series, highlights the lives of Billie Jean King, Tom Dempsey, Rick Wohlhuter, Tony Esposito, Olga Korbut, Marty Riessen, George Blanda, Hank Aaron, and Janet Lynn.

Forty for Sixty. Robert McAdam. Bowmar, P.O. Box 39247-A, 4563 Colorado Blvd., Los Angeles, CA 90039. 1971. 51pp. $2.50. Available on loan from the ECCMC. 372.86 MACA 1971-1
This book, part of the Play the Game Series, highlights the lives of Joe Kapp, Wilma Rudolph, Bill Rohr, Eddie Arcaro, Mickey Mantle, Ricky McCormick, Bobby Richards, and Cliff Cushman.

More Than Speedy Wheels. Robert McAdam. Bowmar, P.O. Box 39247-A, 4563 Colorado Blvd., Los Angeles, CA 90039. 1976. 56pp. $2.50. Available on loan from the ECCMC. 372.86 MACA 1976-4
This book, part of the Play the Game Series, highlights the lives of Micki King, Doug Collins, Henry Baucha, Nolan Ryan, Chi Cheng, Jerry Martin, John Rutherford, Roberto Clemente, and Kyle Rote, Jr.

Holdup at the Crossover. Robert McAdam. Bowmar, P.O. Box 39247-A, 4563 Colorado Blvd., Los Angeles, CA 90039. 1976. 56pp. $2.50. Available on loan from the ECCMC. 372.86 MACA 1976-3
This book, part of the Play the Game Series, highlights the lives of O.J. Simpson, Anne Henning, Ivory Crockett, Juan Marichal, Mark Spitz, Dave Wottle, Joan Joyce, Larry Mahan, and Johnny Bench.

Bull on Ice!!! Robert McAdam. Bowmar, P.O. Box 39247-A, 4563 Colorado Blvd., Los Angeles, CA 90039. 1971. 63pp. $2.50. Available on loan from the ECCMC. 372.86 MACA 1971-4
This book, part of the Play the Game Series, highlights the lives of Bobby Hall, Lee Trevino, Babe Zaharias, Jesse Owens, Lou Gehrig, Fred Steinmark, Jim Thorpe and Knute Rockne.

The Skillful Rider. Robert McAdam. Bowmar, P.O. Box 39247-A, 4563 Colorado Blvd., Los Angeles, CA 90039. 1976. 56pp. $2.50. Available on loan from the ECCMC. 372.86 MACA 1976-2
This book, part of the Play the Game Series, hgihlights the lives of Larry Wilson, Chris Evert, Jim Ryun, Nate Archibald, Marcia Morey, Jeff Jobe, Bob Lee, Pete Gray, and Robyn Smith.

Chief Cloud of Dust. Robert McAdam. Bowmar, P.O. Box 39247-A, 4563 Colorado Blvd., Los Angeles, CA 90039. 1971. 63pp. $2.50. Available on loan from the ECCMC. 372.86 MACA 1971-3
This book, part of the Play the Game Series, highlights the lives of Billy Mills, Corny Warmerdam, Babe Ruth, Peggy Fleming, Glenn Cunningham, Roy Reigels, Arthur Ashe, and Sandy Koufax.

Play the Game; teacher's guide. Robert McAdam. Bowmar, P.O. Box 39247-A, 4563 Colorado Blvd., Los Angeles, CA 90039. 1971, 1976. 2 books. $4.20. Available on loan from the ECCMC. 372.86 MACA 1971-5 & 372.86 MACA 1976-5
Guide to books of stories to assist primary children in identifying with a real sports person or a sports incident. They give students the opportunity to establish self values through the experiences of others.

How to Study. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 6pp. Available on loan from the ECCMC. 371.46 TRAD 1976-10
This booklet presents and demonstrates the basic skills of study.

Decision Making. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 12pp. Available on loan from the ECCMC. 371.46 TRAD 1976-11
This booklet helps students identify a need, see alternatives, make a correct decision, and follow-up on that decision.

Orientation. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 24pp. Available on loan from the ECCMC. 371.46 TRAD 1976-1
This booklet gives a description of the Occupational Work Experience Program, and gives advantages and responsibilities of being in the program.

Why Stay in School. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 35pp. Available on loan form the ECCMC. 371.46 TRAD 1976-2
This handbook provides information for coping with everyday problems and being more effective with available resources.

Safety Education In Driving. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 23pp. Available on loan from the ECCMC. 371.46 TRAD 1976-3
This booklet identifies driving traits of good and bad drivers, lists defensive driving and emergency tips, and points of safe motorcycle operation.

Safety. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 10pp. Available on loan from the ECCMC. 371.46 TRAD 1976-4
This booklet helps students recognize unsafe acts and situations by reading short stories about young people and their attitudes on safety.

Using a Newspaper. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 18pp. Available on loan from the ECCMC. 371.46 TRAD 1976-5
This book helps the student distinguish between fact and opinion, use the classified section, and discuss information found in various sections of the newspaper.

Using the Telephone. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 19pp. Available on loan from the ECCMC. 371.46 TRAD 1976-6
This book discusses information found in the telephone book, local and long distance calls, taking messages, and speaking distinctly.

Conducting Your Meeting. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976 15pp. Available on loan from the ECCMC. 371.46 TRAD 1976-7
This book gives information on organizing a club and tips on being a good club officer.

How to Apply for and Get a Job. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 34pp. Available on loan from the ECCMC. 371.46 TRAD 1976-12
This book helps the student locate job openings, write a personal data sheet, fill out an application blank, and be prepared for the interview.

What the Employer Wants. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 14pp. Available on loan from the ECCMC. 371.46 TRAD 1976-13
This book identifies the qualities and performance that employers desire.

Labor Laws. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 32pp. Available on loan from the ECCMC. 371.46 TRAD 1976-14
This book identifies and discusses labor laws as they relate to the working student.

Workman's Compensation. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 8pp. Available on loan from the ECCMC. 371.46 TRAD 1976-15
This booklet explains the conditions necessary to collect Workman's Compensation, the types of insurance and disability, and responsibilities of the employer.

Social Security. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 18pp. Available on loan from the ECCMC. 371.46 TRAD 1976-16
This booklet gives information on the instances when young people may receive social security and tells how one can check their social security record.

Labor Unions. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 9pp. Available on loan from the ECCMC. 371.46 TRAD 1976-17
This booklet discusses different types of unions, methods by which unions achieve their goals, and advantages and disadvantages of organized labor.

Consumer Education. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 35pp. Available on loan from the ECCMC. 371.46 TRAD 1976-18
This books helps the student plan a personal and family budget and warns against gyps and frauds.

Community Services. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 10pp. Available on loan from the ECCMC. 371.46 TRAD 1976-19
This booklet explains what community services are, defines community service agencies, and lists ways to secure help from local agencies.

Personal Budgeting. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 18pp. Available on loan from the ECCMC. 371.46 TRAD 1976-20
This booklet helps the student plan a personal budget, keep an income and expense record, and stick to the budget.

Money and Banking. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 28pp. Available on loan from the ECCMC. 371.46 TRAD 1976-21
This book discusses savings and checking accounts and shows the difference between a commercial bank and a savings and loan association.

Buying a Car. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 26pp. Available on loan from the ECCMC. 371.46 TRAD 1976-22
This book gives ways to keep down transportation costs, keep down the cost of buying a car, and explains three types of car insurance.

Insurance. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 9pp. Available on loan from the ECCMC. 371.46 TRAD 1976-23
This booklet discusses different types of health and life insurance and gives reasons for purchasing each.

Family Unit. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 22pp. Available on loan from the ECCMC. 371.46 TRAD 1976-24
This book shows how maturity and money play important parts in the decision to marry. It also looks ahead to the cost and needs of children.

Engagement and Marriage. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 32pp. Available on loan from the ECCMC. 371.46 TRAD 1976-25
This book discusses traits of men and women, date conduct, desirable traits of a possible marriage mate, and planning a marriage.

Personal Qualities. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 11pp. Available on loan from the ECCMC. 371.46 TRAD 1976-27
This booklet discusses various aspects of honesty, social maturity, and emotional maturity.

Smoking. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 5pp. Available on loan from the ECCMC. 371.46 TRAD 1976-28
This booklet discusses the history of smoking, why people smoke, how cigarettes affect health, and tips on quitting.

Alcohol. Instructional Materials Laboratory, The Ohio State University, 1895 Neil Ave., Columbus, OH 43210. 1976. 12pp. Available on loan from the ECCMC. 371.46 TRAD 1976-29
This booklet discusses types of alcohol, effects of alcohol on the body, alcoholism, and laws regarding alcohol.

Narcotics. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 11pp. Available on loan from the ECCMC. 371.46 TRAD 1976-30
This booklet discusses different types of drugs, their slang names, and physical and psychological effects of drugs.

You and the Law. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 20pp. Available on loan from the ECCMC. 371.46 TRAD 1976-31
This book explains the purpose of the law and where laws come from, tips in choosing a lawyer, the role of the police, and juvenile rights.

Government and You. Instructional Materials Laboratory, The Ohio State University, 1885 Neil Ave., Columbus, OH 43210. 1976. 9pp. Available on loan from the ECCMC. 371.46 TRAD 1976-32
This booklet discusses the need for government, different parts of government and their function, how to vote, and how to run for office.

Annotated Bibliography of Prevocational-Vocational Materials for Students with Special Needs. Minnesota Instructional Materials Center, 3554 White Bear Ave., White Bear Lake, MN 55110. 1977. Available on loan from the ECCMC. R 016.3719 MINN 1977-1
This bibliography includes materials in reading/language arts, math, survival skills, vocational and instructional resources for students with special needs.

About Getting a Job. Channing L. Bete Co., Inc., 45 Federal Street, Greenfield, MA 01301. 1973. 15pp. $1.00. Available on loan from the ECCMC. 371.46 CHAN 1973-1
This book helps prepare students for success in today's job market by covering resumes and interviews and encourages a realistic, patient attitude. It also brings out thoughts on "job satisfaction."

After High School--What? Channing L. Bete Co., Inc., 45 Federal Street, Greenfield, MA 01301. 1973. 15pp. $1.00. Available on loan from the ECCMC. 371.46 CHAN 1973-2
This book serves as an introduction to career planning and helps students make a smooth, sensible transition from high school to a job or higher education.

Financing the Cost of a College Education. Channing L. Bete Co., Inc., 45 Federal Street, Greenfield, MA 01301. 1973. 15pp. $1.00. Available on loan from the ECCMC. 371.46 CHAN 1973-3
This book explains how students can match their educational interests and financial status with appropriate funding sources.

How to Choose a College That's "Right" for You. Channing L. Bete Co., Inc., 45 Federal Street, Greenfield, MA 01301. 1973. 15pp. $1.00. Available on loan from the ECCMC. 371.46 CHAN 1973-4
This book explains five steps which students should go through when selecting a college: "self-inventory," narrowing the field, researching, campus visits, and interviews.

Popeye the Sailor and Health Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-1
This guide, in comic book form, discusses the wide variety of jobs available in the health careers cluster.

Popeye and Environmental Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-2
This guide, in comic book form, discusses both research and field jobs available in the environmental career clusters.

Popeye and Communications and Media Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-3
This guide, in comic book form, discusses various jobs in the communications cluster and training required for each.

Popeye and Transportation Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-4
This guide, in comic book form, discusses different levels of jobs available in each of the forms of transportation.

Popeye and Construction Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-5
This guide, in comic book form, discusses various jobs in construction and skills required for each.

Popeye and Consumer and Homemaking Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-6
This guide, in comic book form, discusses the wide variety of careers available in the consumer and homemaking cluster.

Popeye and Manufacturing Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-7
This guide, in comic book form, discusses many of the various jobs involved in the manufacturing process.

Popeye and Hospitality and Recreation Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-8
This guide, in comic book form, discusses jobs available in the hospitality and recreation area and the training required for higher level positions.

Popeye and Marketing and Distribution Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-9
This guide, in comic book form, discusses various careers available in the marketing and distribution cluster and tells what types of firms offer these jobs.

Popeye and Business and Office Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 651 GILL 1973-1
This guide, in comic book form, discusses duties of various jobs on different levels in the business and office cluster.

Popeye and Public Service Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-11
This guide, in comic book form, discusses the vast number of varied careers available in the public service cluster.

Popeye and Personal Service Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-12
This guide, in comic book form, discusses many of the widely varied careers available in the personal service cluster.

Popeye and Marine Science Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-13
This guide, in comic book form, discusses the many careers available in the different fields of marine science.

Popeye and Fine Arts and Humanities Careers. Joe Gill and George Wildman. Kingman Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-14
This guide, in comic book form, discusses a variety of careers available in the fine arts and humanities field.

Popeye and Agri-Business - Natural Resources Careers. Joe Gill and George Wildman. King Features, 235 East 45th Street, New York, NY 10017. 1972. 32pp. Available on loan from the ECCMC. 373.23619 GILL 1972-15
This guide, in comic book form, discusses careers not only on the farm but also in mining, tree harvesting, and oil drilling.

Draft Deferments Etc. Howard Tohonen, Director of Special Services, 101c South First Street, Stillwater, MN 55082. 1972. 24pp. Available on loan from the ECCMC. 371.9 PROJ 1972-4
This booklet makes 18-year-olds aware of their legal rights under the draft law. (Part of Project ISU).

First Day of Work Checklist. Leonard J. Brzinski. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 14pp. Available on loan from the ECDMC. 371.9 PROJ 1972-5
This booklet shows students that they should know such things as pay, hours, rules, and breaks before the first day of work. (Part of Project ISU).

Homeowners Insurance Policy. Elmer Vanderah. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 19pp. Available on loan from the ECDMC. 371.9 PROJ 1972-7
This booklet helps the student understand the different kinds of accident, illness, death, theft, and fire insurance. (Part of Project ISU).

How Not to be Taken. B. Froehner. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 15pp. Available on loan from the ECDMC. 371.9 PROJ 1972-8
This booklet warns students of the dishonest swindler who tries to take advantage of the consumer's confidence. (Part of Project ISU).

I Want It and I Want It Now. Howard Tolonen. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 44pp. Available on loan from the ECDMC. 371.9 PROJ 1972-9
This booklet makes students aware of installment buying plans. (Part of Project ISU).

Keeping Records. Ron Dittmer. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 18pp. Available on loan from the ECDMC. 371.9 PROJ 1972-10
This booklet helps the student set up a bookkeeping system that is easy to use and understand. (Part of Project ISU).

Making Change. D. Madigan. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 30pp. Available on loan from the ECDMC. 371.9 PROJ 1972-11
This booklet helps students become skillful at making change by using either addition or subtraction. (Part of Project ISU).

Registering for the Draft. D. Madigan. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 31pp. Available on loan from the ECDMC. 371.9 PROJ 1972-12
This booklet provides information on what the draft laws say, how to register for the draft, what draft cards are, and what classification means. (Part of Project ISU).

The Right Job for Me. Leonard J. Brzinski. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 28pp. Available on loan from the ECDMC. 371.9 PROJ 1972-13
This booklet gives students an introduction to the world of work by having them speak to persons working in jobs that interest the student. (Part of Project ISU).

So You Lost Your Job. Howard Tolonen. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 21pp. Available on loan from the ECDMC. 371.9 PROJ 1972-14
This booklet explains Minnesota's laws which regulate collection of unemployment benefits. (Part of Project ISU).

What the Human Body Looks Like. Laurie Berthiaume. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 19pp. Available on loan from the ECDMC. 371.9 PROJ 1972-15
This booklet teaches the low trainable mentally retarded student that the body has a definite shape and all of the parts have their own specific place on the body. (Part of Project ISU).

Where to Look for a Job. Howard Tolonen. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 30pp. Available on loan from the ECDMC. 371.9 PROJ 1972-16
This booklet suggests that students talk to people they already know, go directly to employers, register with State Employment Agencies, register with private employment agencies, and register with temporary help services when searching for a job. (Part of Project ISU).

Your Job Interview. Howard Tolonen. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 37pp. Available on loan from the ECDMC. 371.9 PROJ 1972-17
This booklet explains how the applicant should look, what they should do and what they should say for a successful job interview. (Part of Project ISU).

24 Hour Deposit. E. Vanderhan. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 24pp. Available on loan from the ECCMC. 371.9 PROJ 1972-23
This booklet explains the 24 hour deposit system and shows how to use a 24 hour deposit envelope. (Part of Project ISU).

Social Security, You Pay It on Every Check. Dick Madigan. Director of Special Services, 1018 South First Street, Stillwater, MN 55082. 1972. 22pp. Available on loan from the ECCMC. 371.9 PROJ 1972-21
This booklet is designed to make students aware that they are building protection for themselves and their future families when they have part of their pay withheld for social security. (Part of Project ISU).

A Special Picture Cookbook. Frieda Reed Steed. H & H Enterprises, Inc., Box 3342, Lawrence, KS 66044. 1974. 94pp. $4.95. Available on loan from the ECCMC. 371.92 STEE 1974-1
This book first has a section on vocabulary for the kitchen and then goes through numerous recipes step by step in both pictures and words.

Vocational Related Training for Special Students; Teacher's Guide. William M. Harrison. Vocational Curriculum Laboratory, Box 1114, Murfreesboro, TN 37130. 1968. 225pp. Available on loan from the ECCMC. 371.9 HARR 1968-1
This teaching aide lists equipment and materials, suggested instructional units, a suggested grading standard, and references to be used in training special students.

Greenhouse Management; A Curriculum Guide to be Used in Conducting Programs for Handicapped Students. Art Nelson. Superintendent of Public Instruction, Olympia, WA 98504. 1976. 76pp. Available on loan from the ECCMC. 371.91 NELS 1976-1
This curriculum guide tells of programs and facilities, activities and resources to be used in the teaching of horticulture.

A Bibliography of Materials for Handicapped and Special Education. Lloyd W. Tindall, et al. Wisconsin Vocational Studies Center, University of Wisconsin, 321 Old Education Building, Madison, WI 53706. 1978. 110pp. Available on loan from the ECCMC. R 016.3719 TIND 1978-1
This bibliography identifies resources and materials which may be of use to the educator in teaching handicapped and special needs students.

A Bibliography of Materials for Handicapped and Special Education, Supplement to the 2nd Edition. Roger H. Lambert, et al. Wisconsin Vocational Studies Center, Box 49, 321 Education Building, University of Wisconsin, Madison, WI 53706. 1976. 105pp. Available on loan from the ECCMC. R 016.3719 LAMB 1976-1
This supplement includes materials on multiply handicapped, chemically dependent, offenders/correctional institutions, and disadvantaged students.

Finding a Job. James P. Lenox. Vocational-Technical Curriculum Laboratory, Rutgers - The State University, Building 4103 - Kilmer Campus, New Brunswick, NJ 08903. 1973. 56pp. $1.00. Available on loan from the ECCMC. 371.46 LENO 1973-1
This book covers: where to look for a job, the interview, the application form, and the resume. It includes a vocabulary section.

The Newspaper. Hollis W. Wyks, et al. Vocational-Technical Curriculum Laboratory, Rutgers - The State University, 4103 - Kilmer Campus, New Brunswick, NJ 08903. 1964. 28pp. $1.00. Available on loan from the ECCMC. 380.3 WYKS 1964-1
This book describes the sections of the newspaper, the people who produce it, and its role and uses.

Typing: What Matters Is How. Erma Evans. Vocational-Technical Curriculum Laboratory, Rutgers - The State University, 4103 - Kilmer Campus, New Brunswick, NJ 08903. 1975. 70pp. $2.00. Available on loan from the ECCMC. 371.914 EVAN 1975-1
This book uses messages, analogues, and illustrations along with repetition and review to emphasize "how to type."

Hello, World! A Careers Exploration Program. Ruth Love Holloway and Elaine H. Stowe. Addison-Wesley Publishing Company, 2725 Sand Hill Road, Menlo Park, CA 94025. 1973. 9 booklets. $3.54 each. Available on loan from the ECCMC. 373.23619 HOLL 1973-1-10

These booklets use student dialogues, on-the-job interviews, exploration essays, photo essays, study questions, and personal inventory charts to inform students about high priority occupations. Booklets include: Food and Lodging Services, Public Services, Health Services, Transportation, Communications, Environmental Control, Business Services, Technical Services, and Marketing.

Better Living. Gary D. Lawson. Elk Grove Unified School District, Elk Grove, CA 95624. 1964. 82pp. Available on loan from the ECCMC. 371.92 LAWS 1964-1
This book discusses morals and virtues, marriage, and parenthood.

Career Exploration Booklets. Mary Blum and Mary Malinsky. Illinois Office of Education, 100 North First Street, Springfield, IL 62777. 1978. 14 booklets. Available on loan from the ECCMC. 371.9 BLUM 1978-1
These booklets, developed by the Illinois Network of Exemplary Occupational Education Programs for Handicapped and Disadvantaged Students, describe careers in agriculture, autobody repair, city work, construction work, food store work, hospital work, hotel/motel work, janitorial services, laundry work, restaurant work, retail store work, security guarding, service station attending, and transportation work.

Entering the World of Work. Grady Kimbrell and Ben S. Vineyard. McKnight-Publishing Company, Box 2854, Bloomington, IL 61701. 1978. Includes text, activities book, and answer key. $10.00 set. Available on loan from the ECCMC. 371.46 KIMB 1978-1-3
These books specifically designed to help special needs students prepare themselves to get and hold a job.

Orientation to the World of Work Series. Oscar T. Atkins. The Curriculum Development Center for Kentucky, 151 Taylor Education Building, University of Kentucky, Lexington, KY 40506. 1974. 10 units. Available on loan from the ECCMC. 371.9 BURE 1974-1-10
These units include objectives, lesson plans, resource lists, and student materials to be used in teaching work orientation to the special needs student.

Until Joe Comes Back (Supermarket Stock Clerk). Lynne Glasner and Marilyn Thypin. Fearon Publishers, Inc., 6 Davis Drive, Belmont, CA 94002. 1976. 62pp. $3.96. Available on loan from the ECCMC. 371.914 GLAS 1976-1
This book describes the many duties of a supermarket stock clerk.

Fitting Right In (Sewing Machine Operator). Lynn Glasner and Marilyn Thypin. Fearon Publishers, Inc., 6 Davis Drive, Belmont, CA 94002. 1976. 62pp. $3.96. Available on loan from the ECCMC. 371.914 GLAS 1976-2
This book describes a day's duties of a sewing machine operator.

About Business. Raymond F. Pieslak. Vocational-Technical Curriculum Laboratory, Rutgers - The State University, 4103 - Kilmer Campus, New Brunswick, NJ 08903. 1974. 124pp. $2.75. Available on loan from the ECCMC. 650.1 PIES 1974-1
This book includes the nature of business transactions, how business serves consumers and the community, how business produces and distributes goods and services, kinds of workers, and kinds of businesses.

Addition; A High-Interest Workbook in Mathematics and Language. Brian C. Kravitz and Neal B. Perkins. Vocational-Technical Curriculum Laboratory, Rutgers - The State University, 4103 - Kilmer Campus, New Brunswick, NJ 08903. 1978. 86pp. $2.00. Available on loan from the ECCMC. 372.7 KRAV 1978-1
This workbook intersperses simple games, puzzles, and language activities into the necessary overlearning drillwork in addition.

A Curriculum Guide for Pre-Employment Skills. Steve Pollack. Illinois Office of Education, 100 North First Street, Springfield, IL 62777. 1977. 161pp. Available on loan from the ECCMC. 371.46 POLL 1977-1
This project attempts to bring together the materials now in use and develop needed materials to make a complete course of study for pre-employment skills.

CARE Kit; Combining Activities with Real Experiences. Eastern Illinois University, Charleston, IL 61920. 1977. Available on loan from the ECCMC. KF 371.46 BLAI 1979-1
The aim of the CARE Kit is to help low achievers to attain skills in order to survive in the working world should they leave school early. The kit contains packets of student activities, a teacher's guide, and handout masters.

Career Learning Packages. Arland Benson, Linda Carlson, and Judy Larsen. Benson, Carlson, Larsen Publishers, 2029 Palace Avenue, St. Paul, MN 55105. 1977. 12 booklets. Available on loan from the ECCMC. 373.23619 BENS 1977-1
Includes the following booklets: Discovering Myself, Seeing Others, Communication, Group Dynamics, Cooperation, Decision Making, Lifestyle, Stereotyping, How to Study Occupations, Changing Roles of Women and Minorities, Why People Work and Competency Tests, and Exploring Careers.

Methods and Materials for Teaching Occupational Survival Skills. Robert E. Nelson, et al. Illinois Office of Education, 100 North First Street, Springfield, IL 62777. 1978. Available on loan from the ECCMC. 371.46 NELS 1978-1
This book serves as a guide for instructors who are preparing young people with entry level skills or helping people in the work force improve their present work skills.

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Upcoming Bibliographies:	Date Available
Mainstreaming in Vocational Education	11/1/79
Cooperative Training Plans (not Training Agreements)	12/1/79
Entrpreneurship in Vocational Education	2/1/80
Vocational Education Administration of Competency Based Education	4/1/80
Education and Work Councils	6/1/80

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